

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 22 AUGUST 2003**

I. CEFMS:

a. We are preparing CEFMS and testing for fiscal year end closeout. Thus far, we have successfully tested eight sites with no significant problems. We have created two new showstopper items for year-end; one for TFO/IPAC bills not certified and the other for CFY initial Budgets not approved. Further, we provided a briefing on fiscal year end closing procedures to Corps and contractor personnel on 6 August 03.

b. We conducted a Multipurpose Hydroelectric Power Accounting workshop during the week of 11 August, which was hosted by the Mobile District. Twenty-two accountants from ten districts attended the workshop. A representative from the Southeastern Power Administration made a presentation to the workshop participants. Some of the topics included Direct Funding by Power Marketing Agencies, automated annual financial statements in CEFMS, and reviewing the rewrite of power accounting policies, which will be in ER 37-1-30. The participants addressed site-specific power accounting issues and reviewed preparations for year-end closeout and reporting. The workshop participants believed the time spent was extremely beneficial and were pleased with the new automated reporting capabilities in CEFMS.

c. We provided a new subsidiary ledger data file to the DoD IG auditors involved in the audit of buildings and structures. This file flagged those buildings and structures that will be written off the books by the end of August. The write-off is the result of the new capitalization policy which raised the threshold for non-power, non-revolving fund buildings and structures to \$25K. We developed and ran scripts on all production databases to write off civil non-power and non-revolving fund buildings and structures with book cost less than \$25K. We generated transactions to write off fully depreciated assets meeting this criterion and to retire and dispose of those with a book value.

d. We provided a data file to DoD IG auditors that included FY 03 disbursement transactions as of June 30, 2003. The auditors stated that this data would be used to determine the audit ability of the Corps of Engineers Statement of Budgetary Resources.

e. We participated in a telephone conference with CERM-F (Mike Walsh and Bill Holtzman) and the DoD IG audit team involved in the CFO audit of construction-in-progress (CIP) accounts to discuss the status of the CIP audit. We agreed to provide a new CIP subsidiary data file at the end of August containing three additional data elements: CIP projects associated with multi-purpose power projects, CIP projects begun in COEMIS, and cost-share projects identified by federal or non-federal sponsors.

f. We developed and implemented new Key Translation Centers (KTCs) using more modern supported technology and higher processing power. The Electronic Signature (ESIG) team worked in coordination with the USACE Processing Centers to place the four new KTCs in production. KTCs are responsible for the ESIG process of creating, activating and deactivating ESIG cards; key translation in the ESIG signature verification process and the user registry process. Thousands of card registrations occur daily, sometimes hourly and are much more sensitive to network problems and CPU load problems.

g. We are developing a new process to perform labor cost transfers for an entire charge code versus transfers by individual employees. A new form and a new role will be established for this labor cost transfer process. The new form will facilitate processing the large number of transactions for employees supporting the global war on terrorism.

h. We are continuing our ongoing effort to develop P2/CEFMS interface routines. We responded to questions from the P2/CEFMS interface team regarding labor roles and time and attendance. Further, we assisted the P2 systems integration team with Systems Integration Tests at Ft. Worth.

i. We completed changes mandated by Treasury for Phase 2 of the Intra-Governmental Transaction Project (IGTP). This change required transmitting the sender and receiver DUNS Number, the receiver Treasury Account Symbol (TAS), FY Obligation ID, sender and receiver Business Event Type Code. The IPAC Bulk file was completely reworked because the current format will not be accepted after 30 Sep 03.

j. We completed certification testing with Treasury and Federal Reserve Bank. We sent 25 files generated with the new data format. Files were transmitted using a secure web site. Errors found during the testing were corrected and those files were re-generated. We transmitted several clean files using test data. Treasury issued our certification on 14 Aug 03.

k. We made changes in the IPAC Bulk File to allow billing between USACE activities. The changes will be released along with the Automated Corps to Corps disbursement program.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	863	864
Priority #1 Problems	102	97

Received 210 new problem reports and completed 211 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	50	46
One	7	6
Two	2	3
Three	2	2
Four	0	1
Six	0	1
Eleven	0	1
Twenty	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	249
HUNTSVILLE	22
USACE HQ	1
<u>DA INTERN</u>	<u>1</u>
TOTAL	273

B. DISBURSING WORKLOAD DATA:

PAYMENT	<u>CURRENT MONTH</u> <u>Aug 01 - Aug 18</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Aug 18</u>
BY CHECK:		
Checks Issued	7,969	141,662
Percent of Total	13%	13%
Dollar Amount	\$73,595,493	\$1,277,033,352
BY EFT:		
Transfers Made	29,399	477,604
Percent of Total	87%	87%
Dollar Amount	\$697,998,964	\$9,943,405,415

IV. OTHER UFC ISSUES:

a. Finance Center operating accountants are in full gear with a focus on preparation of CEFMS databases to ensure a smooth year-end closing. We are continuing to test year-end closing programs, ensure abnormal general ledger balances and other potential reporting problems are corrected and work with the Directorate of system Development and Maintenance (CEFC-S).

b. Ninety-one employees participated in the third annual health fair at the Finance Center. Participants received blood pressure, cholesterol and blood glucose checks.

c. On 20 August we participated via teleconference in the Junior Program Budget Advisory Committee (JPBAC)

meeting conducted by CERM-B. The purpose of the meeting was to discuss the recommendations of the HQ Prioritization Group regarding FY04 Executive Direction and Management (ED&M) funding. The major issue raised by USACE activities was that the ED&M Budget Workshop recommendations were not disclosed in the final recommendations of the Prioritization Group. There were considerable differences between these two sets of recommendations.

d. On 22 August we submitted the Annual Assurance Statement on management controls to CERM-P. This statement included a description of our evaluation of management controls; management controls training conducted during this fiscal year; leadership emphasis on management controls; and a summary of significant accomplishments in improving management controls.

e. We have completed all steps to establish a contract for purchasing a supply of electronic signature (ESIG) cards for USACE activities. It was necessary for the UFC to make this purchase, since the vendor will only accept minimum orders of 5,000 cards. The contractor set a minimum order because the current cards are based on out-dated technology and will be eventually replaced by public key infrastructure (PKI) technology. The new supply of cards should be sufficient until PKI is deployed. We will publish instructions on our issuance of the ESIG cards, as soon as all procedures have been established. We should receive the cards by late October.

f. On 8 August Linda Stoutenburgh met with CERM staff and CPOCMA staff to discuss accountability for time and attendance of the CPAC staff supporting the Corps. A decision was made that CPOCMA would need to provide their own administrative support their agency's employees. USACE agreed to temporarily provide support and training for approximately 6 months until CPOCMA was properly staffed. The MOA/MOU will be modified to reflect this business process decision.

g. On 12 August, Linda Stoutenburgh participated in a meeting to discuss the new business process for PCS shipment via PowerTrack. USACE has requested separate invoicing for Corps shipments. US Bank seems to be able to accommodate this, but several concerns still exist in the certification process and dispute process.

h. On 14 August, Linda Stoutenburgh met with 3 members of the DoDIG to discuss an upcoming audit on the Financial Management Improvement Plan. Linda explained the business processes within CEFMS and how CEFMS was designed and deployed. The UFC will provide the CEFMS self-certification package for compliance to the DoD Blue Book to the auditors, which will help them in this audit.

i. Our Travel Division is experiencing problems with processing Permanent Change of Station (PCS) Miscellaneous Expense vouchers in Integrated Army Travel System (IATS). We discussed the problems with DFAS and were informed that no changes will be made to accept these type vouchers in IATS until next year. Until IATS is modified, we must compute the entitlement manually and manually enter the data in CEFMS. We are still about 2 weeks behind our normal processing on PCS voucher computations. On TDY vouchers, we are experiencing approximately 5-6 problems a day that requires the assistance from our CEFMS development office in Huntsville but average computation is back on track with an average 2-day turn-around.

j. We have developed training plans for all of our local Developmental Accountants in grades GS 5-9. The developmental plans reflect training that each accountant should complete for each year of their program. The plan encompasses classroom training, correspondence courses, customer care videos and on-the-job orientations. As a part of the writing courses, each accountant is required to send the Principal Deputy Director a memorandum each month outlining their accomplishments for the previous month. At the GS-9 level, the accountant will be required to prepare and present a 15-minute briefing to the UFC Director and all Deputy Directors

k. We have started our "Consideration of Others" training on the topic of Communication. Supervisors have all attended the initial training sessions. Additional sessions will be held at the division level. Ideas and proposals are given to higher-level management for consideration.